

**CITY OF WOODLAND
300 FIRST STREET
WOODLAND, CALIFORNIA**

**CITY COUNCIL
CLOSED SESSION AGENDA**

APRIL 17, 2012

5:00 P.M.

- A. CALL TO ORDER

**JOINT REGULAR CITY COUNCIL/
WOODLAND FINANCE AUTHORITY**

6:00 P.M.

- A. CALL TO ORDER
- B. ROLL CALL
- C. PLEDGE OF ALLEGIANCE
- D. COMMUNICATIONS-PUBLIC COMMENT

This an opportunity for the public to speak to the Council on any item other than those listed for public hearing on this agenda. Speakers are requested to use the microphone in front of the Council and to begin by stating their name, whether they reside in Woodland and the name of the organization they represent if any. The Mayor may impose a time limit on any speaker depending on the number of people wanting to speak and time available for the rest of the agenda. In the event comments are related to an item scheduled on the agenda, speakers may be required to wait to make their comments until that item is considered.



E. COMMUNICATIONS—COUNCIL/STAFF STATEMENTS AND REQUESTS

This is an opportunity for the Council Members and Staff to make comments and announcements, to express concerns, or to request Council's consideration of any items a Council Member would like to have discussed at a future Council meeting.

F. PRESENTATIONS

1. Proclaim May as Bike Month

G. CONSENT CALENDAR

1. Receive the Monthly Status Report from Fire
2. Receive the Monthly Status Report from Public Works
3. Accept As Complete, Construction Contract for Main Street Widening and Storm Improvements, CIPs 05-09 & 09-18; Authorize Notice of Completion
4. Approve Public Safety Chief Classification and Salary Range
5. Approve Recognized Obligation Payment Schedule per Health & Safety Code Section 34177(1)

H. PUBLIC HEARINGS - COUNCIL

1. Hold Public Hearing on 2011-2012 Community Development Block Grant Amendment #1 to Annual Action Plan
2. Hold Public Hearing Related to Water Rate Increase; Adopt Ordinance Establishing Water Rates



I. REPORTS OF THE CITY MANAGER

1. Legal Services Agreement for Representation of Successor Agency to the Woodland Redevelopment Agency
2. Consideration of Ordinance Adding Article 21.5 to Chapter 25 (Zoning) of the Woodland Municipal Code, Relating to Cultivation of Marijuana for Medicinal Purposes

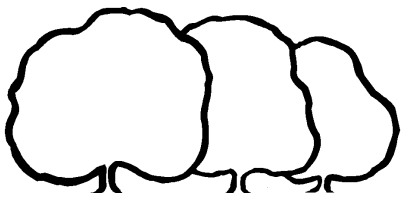
J. ADJOURN

I declare under penalty of perjury that the foregoing Agenda for the Joint Regular City Council/Woodland Finance Authority of the City of Woodland scheduled for Tuesday, April 17, 2012 was posted on April 13, 2012 in the outside display case at City Hall, 300 First Street, Woodland, CA, and was available to the public during normal business hours.

Christine Engel, Deputy City Clerk

Upon request, agendas and documents in the agenda packet will be made available in appropriate alternative formats to persons with a disability, as required by law. Any such request must be made in writing to the Office of the City Clerk of the City of Woodland. Requests will be valid for the calendar year in which the request is received, and must be renewed prior to January 1st.

Persons needing disability-related modifications or accommodations in order to participate in public meetings, including persons requiring auxiliary aids or services, may request such modifications or accommodations by calling the Office of the City Clerk (530-661-5806) at least 48 hours prior to the meeting.



City of Woodland

REPORT TO MAYOR AND CITY COUNCIL

AGENDA ITEM

TO: THE HONORABLE MAYOR
AND CITY COUNCIL

DATE: April 17, 2012

SUBJECT: Proclamation – May is Bike Month

Report in Brief

A request has been made to the Council by Bob Andosca, Executive Director of Yolo Transportation Management Association and Maria Tebbutt, Community Educator to Proclaim May as “May is Bike Month”.

Recommendation for Action

It is recommended that Council proclaim May as “May is Bike Month” and encourages all citizens to recognize the importance of sharing our streets with cyclists and to participate in cycling activities during this month.

Prepared by: Ana Gonzalez
City Clerk

Kevin O’Rourke
Interim City Manager

Attachment: Proclamation

CITY OF WOODLAND
PROCLAMATION
DECLARING MAY 2012 AS "MAY IS BIKE MONTH"

WHEREAS, millions of Americans engage in bicycling because it is an excellent form of exercise, a viable and environmentally sound form of transportation, and a fun and enjoyable activity; and

WHEREAS, bicycle commuting is an effective means to reduce air pollution conserve energy; and

WHEREAS, more than half of commute trips, and three out of four shopping trips, are under five miles in length which is ideal for bicycling, and

WHEREAS, bicycling offers an environmentally preferable alternative to short car trips because cold engine starts are most polluting and least efficient;

WHEREAS, if just three percent of car trips were replaced with bicycle trips, it would yield a reduction of over 2.5 million vehicle miles driven and 3.5 tons of smog forming pollutants, 20 tons of carbon monoxide and over half of particulate matter released into the air.

WHEREAS, approximately half of all employees live within 5 miles of their worksites, and

WHEREAS, bicycle commuting helps improve the "livability" of communities by reducing traffic noise and congestion; and

WHEREAS, bicycle transportation is an integral part of the "multi-modal" transportation system planned for by federal, state, regional, and local transportation government agencies; and

WHEREAS, commuting by bicycle can be fun, safe, enjoyable, efficient and convenient, and

WHEREAS, local bicycle commute promotions, often known as "Bike to Work Days", have been successful at encouraging bicycle commuting; and

WHEREAS, May is Bike Month helps to increase public awareness for bicycling, educate the community about the benefits of bicycling for transportation purposes, and encourages people to try bicycle commuting;

NOW, THEREFORE, BE IT RESOLVED that the Woodland City Council does hereby declare May 2012 as "May is Bike Month." and encourages all citizens to recognize the importance of sharing our streets with cyclists and encourages citizens to participate in cycling activities to whatever extent possible during this month, including cycling to work and logging their miles on www.mayisbikemonth.com towards the Million Mile Challenge.

Dated this 17th Day of April, 2012

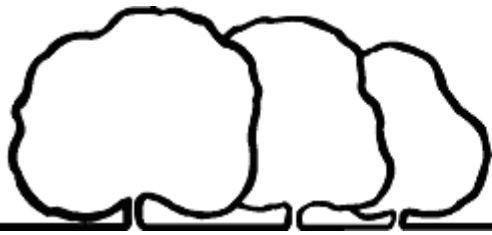
Artemio Pimentel, Mayor

Marlin H. "Skip" Davies, Vice-Mayor

Martie L. Dote, Council Member

William L. Marble, Council Member

Tom Stallard, Council Member



City of Woodland

REPORT TO MAYOR AND CITY COUNCIL

AGENDA ITEM

**TO: THE HONORABLE MAYOR
AND CITY COUNCIL**

DATE: April 17, 2012

SUBJECT: Public Works Monthly Status Report

Report in Brief

The Public Work's Department Monthly Status Report includes an executive summary of the monthly activity of all divisions within the Department. This report also includes information regarding key projects and/or activities throughout the months.

Highlights

- Staff received an average of 52 requests for service per day during the month for a total of 1,030 requests during the month.
- Service Requests for the month of February 2012 decreased by 12.5% from February 2011.
- Staff completed 812.75 hours of training in the month of February 2012.
- The Public Works Department has 9 Vacancies as of February 29, 2012.

The operations detail contained in this report is for the month of February 2012; all project related information is current as of March 20, 2012.

Prepared by: Stephanie Frank
Administrative Secretary

Reviewed by: Gregor G. Meyer
Public Works Director

Kevin O'Rourke
Interim City Manager

Attachment



Public Works Department.
Monthly Status Report
Summary – February 2012

For the Month of February 2012		
Division	Service Requests	Work Orders
Administration	521	
Electrical	49	59
Environmental Services		1
Facilities	56	63
Fleet		168
Parks	8	89
Pretreatment		56
Sewer	19	102
Signs & Markings	7	71
Storm Drain	4	24
Streets	21	38
Urban Forestry	30	50
WPCF		
Water	315	137
Grand Total	1,030	900

Service Request – Every time a request for Public Works services is made by phone call, written request, emailed request, or an actual one-on-one request to a PW employee, a ‘**Service Request**’ is generated. This builds a computerized record of all requests made.

Work Order – A ‘**work order**’ is created each time a work crew or individual is assigned a task as a result of either service requests, pre-planned maintenance projects, or by other situations as they arise. This produces a database of work accomplished and the time and materials it took to do the work.

Total for Calendar Year 2012 Through 2/29/2012	
Service Requests 2,305	Work Orders Complete 1,728

20 Working Days This Month = **52 Requests for Service per Day**

With **1,030 Service Requests received**, Public Works crews handled **900 Work Orders** for the month of February. They included:

Operations & Maintenance

Administration:

- The administration team received 1,030 Service Requests; 521 of which were handled through the front desk, and the other 509 requests were distributed to the appropriate division. (see chart above)
 - ♦ 37 Backflow Notifications were mailed to responsible parties regarding testing requirements
 - ♦ 30 Underground Service Alert (USA’s) requests processed
 - ♦ 123 Delinquent Water Shut-Off’s
 - 117 Residential Accounts
 - 6 Commercial Accounts

Electrical:

- 7 Street Light Work Orders
 - ♦ 2 Street Light Services
 - ♦ 1 New Installation
 - ♦ Pole Number Identification Services
 - ♦ 1 Vandalism Repair
- 10 Traffic Signal Repairs
 - ♦ Bi-Monthly Traffic Signal Inspections
 - ♦ 1 Damaged/Missing Backplate Repair
 - ♦ 2 Inspections
 - ♦ 1 Installation/Upgrades
 - ♦ 1 New Signal Installations
 - ♦ 1 Pole Knockdown Repair
 - ♦ 3 Signal Repairs
- 1 Gravity Main Inspection
- 4 Lift Station Maintenance Services
- 1 Final Inspection
- 7 Park Facility Service Requests
- 12 Water Pollution Control Facility Service Requests
- 11 Well Site Services (Install/Upgrade, Testing, Data Retrieval, SCADA Modification)
- Received/marked 130 Underground Service Alerts (USA's)

Environmental Services:

- 1 Green Waste Investigation

Facilities:

- 8 Repairs to City Hall
 - ♦ 1 HVAC Services
 - ♦ 1 Installation/Upgrade Service
 - ♦ 3 Lighting Services
 - ♦ 2 Lock Services
 - ♦ 1 Plumbing Service
- 3 Repairs to Fire Stations 1, 2 &3
 - ♦ 1 HVAC Service
 - ♦ 1 Plumbing Services
 - ♦ 1 Installation/Upgrade
- 16 Repairs to the Library
 - ♦ 1 Furniture Assistance
 - ♦ 2 HVAC Services
 - ♦ 2 Inspections
 - ♦ 4 Lighting Services
 - ♦ 2 Lock Services
 - ♦ 2 Missing Cover Services
 - ♦ 1 Plumbing Service
 - ♦ 2 Wall Repair Services
- 15 Repairs to the Municipal Service Center
 - ♦ 1 Generator/Transfer Switch Test
 - ♦ 4 HVAC Services

- ♦ 1 Inspection
- ♦ 1 Installation/Upgrade Service
- ♦ 3 Lighting Services
- ♦ 5 Lock Services
- 15 Repairs to the Police Department
 - ♦ 1 HVAC Service
 - ♦ 4 Inspections
 - ♦ 1 Installation/Upgrade
 - ♦ 9 Plumbing Services
- 5 Repair to the Water Pollution Control Facility
 - ♦ 2 HVAC Services
 - ♦ 1 Lighting Service
 - ♦ 2 Lock Services

Facilities has a backlog of 73 Service Requests

Fleet:

- 168 Work Order Repairs to 94 different units (vehicles, apparatus & equipment)
 - ♦ 21 Repairs from Preventive Maintenance Service
 - ♦ 94 General Repairs
 - ♦ 1 Vendor Repair
 - ♦ 4 Road Calls
 - ♦ 3 Accidents
 - ♦ 44 Preventive Maintenance Services

Parks:

- 89 Work Orders
 - ♦ 1 Interment
 - ♦ 1 Chemical Testing/Calibration Service
 - ♦ 6 Equipment Repair/Replacement Services
 - ♦ 1 Irrigation Repair/Replacement Service
 - ♦ 27 Litter/Garbage Cleanup Services
 - ♦ 14 Park Maintenance Services
 - ♦ 14 Playground Inspections
 - ♦ 15 Restroom Cleaning Services
 - ♦ 2 Restroom Lock/Unlock Service
 - ♦ 5 Sports Field Prep/Maintenance
 - ♦ 2 Weed Control Services

Pretreatment:

- 1 Business of Concern Public Outreach
- 54 Food Service Related Inspections
- 1 Food Service Business Public Outreach

Sewer:

- 7 Sewer Cleanout Services
 - ♦ 1 Inspection
 - ♦ 1 Preventive Maintenance Services - Installation
 - ♦ 3 Reactive Maintenance Services – Installation
 - ♦ 2 Repairs
- 57 Gravity Main Services

- ♦ 3 Inspections
- ♦ 39 Preventive Maintenance Services Utilizing the CCTV (Closed Circuit Television)
 - 761 Events
 - 11,042 Linear Feet Inspected
- ♦ 11 Preventive Maintenance service utilizing the HVVC (High Velocity Vacuum Truck)
 - 33,800 Linear Feet
- ♦ 1 Repair
- 27 Sewer Lateral Services
 - ♦ 9 Inspections
 - ♦ 9 Service Location Requests
 - ♦ 3 Preventive Maintenance Services Utilizing the CCTV (Closed Circuit Television)
 - ♦ 1 Rodding Service
 - ♦ 5 Sanitary Sewer Overflow Event (SSOs)
- 8 Manhole Services (flushing/repair/inspection)
- Received/marked 130 Underground Service Alerts (USA's)

Signs & Markings:

- 3 Departmental Duty Services
 - ♦ 2 Community Billboard Services
 - ♦ 1 Miscellaneous Service
- 12 Guide Sign Services
 - ♦ 1 Graffiti Removal
 - ♦ 2 Installations
 - ♦ 1 Knockdown Repair
 - ♦ 7 Routine Maintenance Services
 - 15 Signs
 - ♦ 1 Survey
- 3 Object Marker Services
 - ♦ 1 Knockdown
 - 4 Markers
 - ♦ 2 Routine Maintenance Services
 - 9 Markers
- 43 Regulatory Sign Services
 - ♦ 10 Graffiti Removal Services
 - 12 Signs
 - ♦ 8 Installations
 - 15 Signs
 - ♦ 2 Knockdown Repairs
 - ♦ 23 Routine Maintenance Services
 - 114 Signs
- 3 Street Marking Services
 - ♦ 1 Legend Service
 - ♦ 2 Pavement Painting Services
- 7 Warning Sign Services
 - ♦ 3 Graffiti Removal Services
 - ♦ 4 Routine Maintenance Services

Storm Drain:

- 13 Gravity Main Services
 - ♦ 1 Blockage Cleared
 - ♦ 11 Preventive Maintenance Services Utilizing the CCTV (Closed Circuit Television)
 - 38 Events
 - 1,384 Linear Feet Inspected
- 4 Inlet Point Services
 - ♦ 1 Illicit Discharge
 - ♦ 3 Inspections
- 5 Lift Station Services
 - ♦ 1 Debris Grate Cleaning Service
 - ♦ 2 Inspections
 - ♦ 2 Routine Maintenance Services
- 1 Storage Basin Service
 - ♦ 1 Routine Maintenance Service

Streets:

- 1 Warranty Inspection
- 8 Road Edge Services
 - ♦ 7 Curb & Gutter Spot Repairs
 - ♦ 1 Shoulder Maintenance
- 4 Parking Lot Service
 - ♦ 3 Base Repair Services
 - 1,559 Square Feet
 - ♦ 1 Maintenance Service
- 4 Sidewalk Path Services
 - ♦ 1 Repair Service
 - ♦ 3 Spot Repair Service Request
 - 133 Square Feet
 - ♦ 1 Survey
- 18 Road Services
 - ♦ 1 Monument Lid Repair/Replacement
 - ♦ Pot Hole Patching
 - 259 Holes Patched
 - ♦ 2 Sink Hole Services
 - 2.75 Square Feet
 - ♦ 1 Skin Patch Service
 - 18 Square Feet
 - ♦ 4 Road Survey Services
 - ♦ Traffic Control
 - ♦ Trash & Debris Clean-Up
 - ♦ Trench Repair
- 1 Railroad Crossing Service
- 1 Soundwall Repair Service

Urban Forestry:

- 1 Abatement
- 3 Hazardous Situation Responses
- 1 Inspection

- 34 Tree Planting Services
 - ♦ 29 Trees
- Tree Pruning
- Tree Removal Program
 - ♦ 9 Trees
- Small Tree Care

Water:

- Produced 216,854,944 gallons of drinking water in February
- Received/marked 130 Underground Service Alerts (USA's)
- 5 Control Valve Services (exercise, locate, repair, replace, water turn off/on)
- 2 Enclosed Storage Facility Service
 - ♦ 1 Maintenance Service
 - ♦ 1 Pressure Reading
- 7 Hydrant Services
 - ♦ 6 Flushing Services
 - ♦ 1 Maintenance Service
- 25 Lateral Valve Services
 - ♦ 16 Leak Detection Services
 - ♦ 1 Service Valve Repair
 - ♦ 4 Water On/Off Services (Finance, Contractor, Homeowner Request)
- 36 Meter Services
 - ♦ 1 Meter Installation
 - ♦ 17 Meter Investigations
 - ♦ 8 Meter Repairs
 - ♦ 6 Meter Replacements
 - ♦ 3 Meter Box Replacements
- 9 Pressurized Main Services
 - ♦ 3 Investigations
 - ♦ 6 Repairs
- 52 Production Well Services
 - ♦ 19 Inspections
 - ♦ Disinfection Services
 - ♦ 27 Maintenance Services
 - ♦ Monthly Reporting
 - ♦ No3 Monitoring
 - ♦ Sampling
 - ♦ Security

Environmental Services

General

- Coordinating annual elementary school outreach programs on waste, conservation, and water quality.

Solid Waste/Recycling

- C&D Recycling: Monitored 54 project units. Opened 1.

- Green Waste: Allowed for schedule confusion with annual switch to monthly pickups, but issued 37 notices for unacceptable green waste material and 10 code compliance notices. 535 tons of green waste collected, 75% in carts and 25% in street piles.
- Public Outreach/Assistance:
 - Provided 2 compost bin rebates.
 - Sent informational letters on green waste guidelines to 303 landscapers, realtors, property managers, and multifamily complexes.
- Special Projects:
 - *Ordinances/City Code* – Drafting extensive updates.
 - *Commercial Recycling* – Submitted grant application to CalRecycle for a multifamily recycling program. Completing draft of local guidelines to complement state commercial recycling requirements that go into effect July 1, 2012.
 - *Closure of Old Woodland Landfill* – Several requests made to RWQCB for response to request of (1) acknowledgment that landfill cells are closed, (2) confirmation that further monitoring is unnecessary, and (3) input on feasibility of site use for solar arrays.
 - *Environmentally Preferred Purchasing Policy* – Revising draft policy based on BBK comments.
 - *Waste Advisory Committee* – Awaiting more detailed information from Yolo County on potential composting facility at Yolo County landfill.
 - *Hazardous Waste* – Designing postcard with Yolo County Landfill HHW disposal information for mass mailing to Woodland Residents.
 - *Pharmaceutical Disposal* – Researching permanent pharmaceutical take-back options.

Water Conservation

- Public Outreach/Assistance:
 - Working with technology services and finance staff on utility bill improvements.
 - Investigated 1 water-waste complaint and offered assistance to 7 metered customers with apparent leaks.
- Special Projects:
 - *Public Events* – Held water-wise landscape workshop in partnership with Yolo Resource Conservation District (RCD), with approximately 60 participants. Finalizing plans with plumbers for March fix-a-leak workshop.
 - *Ordinances/City Code* – Drafting revisions to water conservation and drought declaration ordinances.
 - *Water-Wise Landscaping* – Initial planning of local water-wise yard tour with Conservation Subcommittee of the citizens' Water Rate Advisory Committee. Developing scope of work with RCD for assistance preparing guidelines for low-water alternatives to grass in parking strips.

Stormwater

- Special Projects:
 - *Municipal Permit Development* – Continuing to work through California Stormwater Quality Association and the Statewide Stormwater Coalition toward reasonable modifications to SWRCB's draft municipal stormwater permit.

Energy Conservation

- Special Projects:
 - *Annual GHG Inventory* – Third party verification completed. Awaiting acceptance by The Climate Registry.
 - *Climate Action Plan* – Received draft baseline emissions report from UCD team.
 - *Commercial Property-Assessed Clean Energy (PACE)* – Continuing to plan for Ygrene-administered program with Yolo County energy/climate change coordinators; awaiting program documents tailored to Yolo County jurisdictions.
 - *ICLEI GroupEnergy* – Obtained City Council support for employee group collaborative purchasing program for residential energy efficiency upgrades; began planning specifics of roll-out with ICLEI/Group Energy and other Yolo County entities.
 - *Sustainable Communities Planning Grant* – With CDD, submitted grant application for planning documents to address smart growth principles and climate/sustainability issues.

Water Pollution Control Facility

Laboratory

- Collected samples and performed over 300 process control and National Pollutant Discharge Elimination System (NPDES) permit compliance tests for the wastewater treatment plant.
- Collected monthly influent, effluent and receiving water monitoring samples; submitted to contract laboratories.
- Collected samples and performed 45 tests on treatment plant storage ponds.
- Continued to Collect/test additional coliform samples and worked closely with Operations to troubleshoot and resolve issues with the UV disinfection system.
- Prepared monthly Discharge Monitoring Reports and electronic Self-Monitoring Reports; submitted to the Regional Water Quality Control Board (RWQCB).
- Attended weekly process control meetings

Pretreatment

- Inspections
 - ◆ Auto Related Businesses – 2
 - ◆ Food Service Business – 41
 - ◆ Business of Concern (BOC) –
 - ◆ Significant Industrial User (SIU) –
- Plan review for Building/CDD – 4
- Permit applications or permits issued – 21
- Public education & outreach visits – 25
- Call-outs for spills/illicit discharges – 1
- Notice of Violation issued – 1
- SIU Self-Monitoring Report Reviews – 2
- Local Limits Review & Update
- Development Review Committee Meeting
- Monthly staff meeting/safety tailgate

Utility Engineering

Utility Engineering Legend:

Bolded text indicates new information

The initials enclosed in ()'s denotes the lead PW staff on the project.

(DB) Doug Baxter, Principal Civil Engineer (MS) Mark Severeid, Lab Supervisor

Project: Wastewater Treatment Plant/NPDES Permit (5 Year Renewal) (MS/DB)
Status: In February 2009 the final NPDES permit was issued by the RWQCB. The new permit requires the City of Woodland to move to an improved source water supply. It also requires significantly more testing and studies that will substantially increase operating costs.

On April 12, 2010, Mayor Skip Davies, Councilmember Bill Marble, City Staff and City's permit writing consultant Dan Rich met with senior staff from the Regional Water Quality Control Board (RWQCB). The purpose of this City requested meeting was to verify that boron, salt and selenium final limits will be in our waste discharge permit, and that these limits will cause the City to move to an improved water quality supply or other substantially more expensive treatment processes. We discussed all the conceivable alternatives and why improving our water quality supply is the least costly viable option. RWQCB made it clear that boron, salt and selenium final limits will be in our permit. RWQCB also said that they would enforce these limits with fines to eliminate all incentives to delay moving forward and that fines could be as high as \$10 per gallon per day of wastewater not in compliance (at current flows the fines would be up to \$60,000,000 per day). Under our current permit each year we have to submit compliance reports on moving to an improved source water supply. If we delay for example 2 years and saved \$11,000,000 in interest, the fines would exceed that amount to eliminate any incentive to delay implementation of salt reduction.

On 1/5/2011, we met with Board staff to discuss the Time Schedule Order. We presented a sample TSO and they indicated their plan to prepare an administrative draft based on that document. They requested additional data on selenium and salinity to help with setting performance based limits for both constituents. We were advised that the board had made a change to how they handle TSOs; there is now a provision for extending the 5 years for up to an additional 5 years in the event the discharger is unable be in full compliance by the end date of the order but has shown due diligence and has tried to meet the milestones set in the original order. The TSO was issued by the Executive Officer, by delegated authority of the Central Valley Regional Water Quality Control Board, on September 21, 2011. The TSO contains an interim effluent limit for selenium of 31 µg/ L which will be in force thru September 2016. The interim selenium limit should allow us to be in full Permit compliance until the completion of the surface water treatment plant.

The City of Woodland and the City of Davis evaluated the feasibility of combining treatment into a regional facility. The City of Davis is pursuing its own treatment facility. Both cities will continue to look for ways to work together when in the mutual interest of both cities.

What's Next: The surface water project will continue to be pursued. Fiscal impacts of the permit will continue to be evaluated. Staff is looking into long-term planning options. Wastewater treatment long-term planning is underway.
